Compucorp®

System Guide 10:
Working with Forms

Overview

Most offices use a variety of forms. Invoices, purchase orders, expense reports, and paychecks are examples of forms used in typical offices.

Working with forms includes a number of different tasks: filling them in, copying them, changing them, or creating new forms. This system guide will show you how to use OMEGA to perform each of these tasks with speed and efficiency.

Section

1. Working with Forms

1

**Turn to the next page to begin Section 1.**

Filling in and creating forms

Most office routines include filling in forms. Some forms are used regularly, while others are used less frequently. Occasionally, you may have to make a copy of a form or create an entirely new form for office use.

Performing these tasks with a typewriter is a time-consuming procedure. To fill out a preprinted form, you must carefully align and adjust the paper in the typewriter. To copy an existing form, you either photocopy or retype it. To create a new form, you often need to type and retype until the form is exactly the way you want it.

Your Compucorp system simplifies these tasks with Typewriter Mode and OMEGA's forms function. This system guide shows you how to use these features to fill in and create forms easily.

2
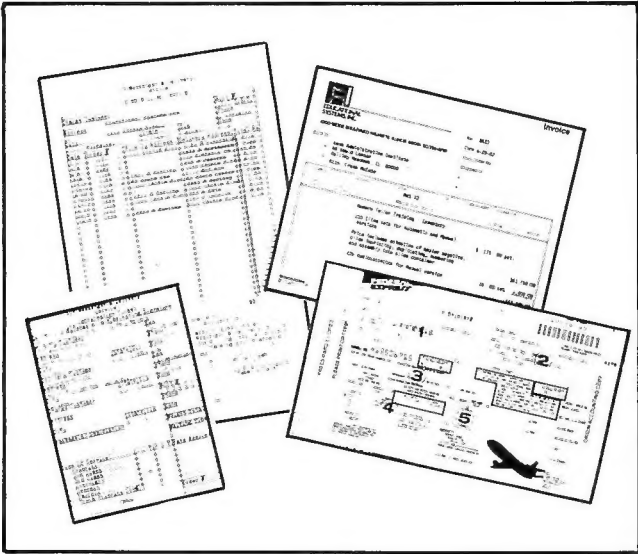
Using OMEGA to fill in and create forms

When you are working with forms, OMEGA gives you two main options, Typewriter Mode and forms function. You can use Typewriter Mode for forms that are short and infrequently used. You can use OMEGA's forms function to simplify the task of filling in forms that you use often. You can also use forms function to create your own forms.
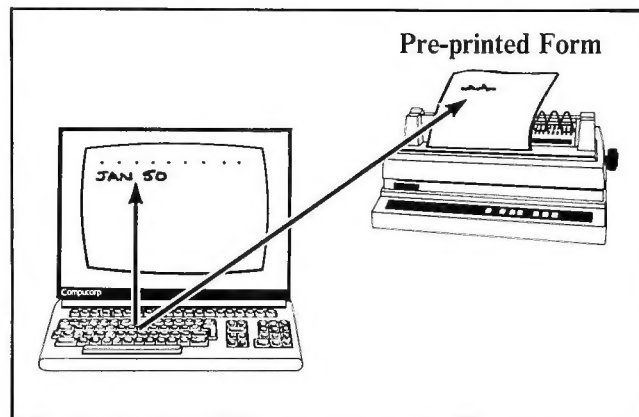
Using Typewriter Mode

Using this option is very much like using a typewriter. You insert a preprinted form into the printer and type information at the keyboard, just as you would with a typewriter. The information you type appears on the screen and is printed on the form at the same time.

Using the OMEGA forms function

The OMEGA forms function is a special feature for working with forms. You can use forms function in two ways.

- **Using a preprinted form:** OMEGA's forms function makes it easy to fill in a preprinted form. You can create an image of the form on the screen and type the appropriate information in the blanks. When you are ready to print, you insert your preprinted form into the printer. The system prints the information on the form automatically.

- **Creating a new form:** You can also use the forms function to create a new form on the screen. You can then print it on a blank sheet of paper. If you wish, you can also fill in the blanks at the same time you are creating the form. You can then print both the form and the filled in information at the same time on a blank sheet of paper.
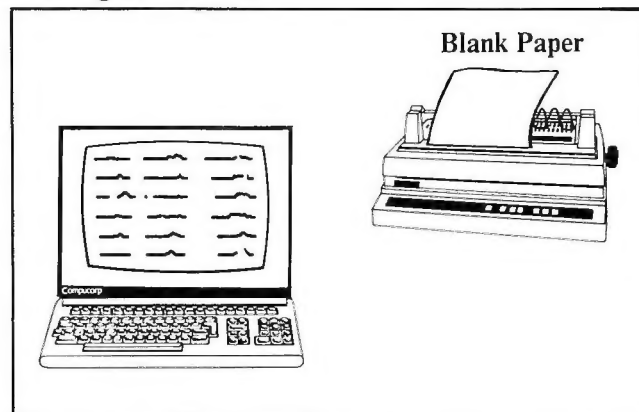
Typewriter Mode

Pre-printed Form

Using a Preprinted Form

Creating a New Form

Blank Paper
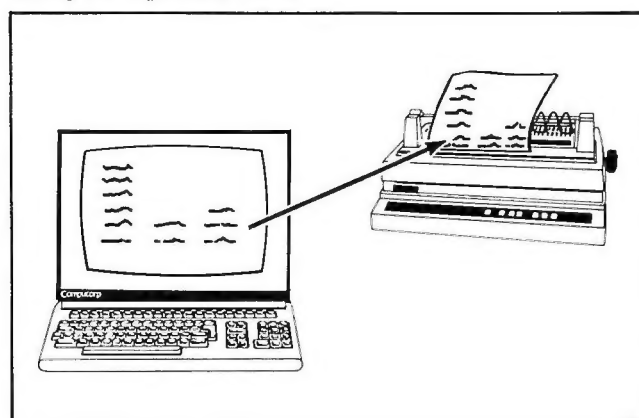
Using the system as a typewriter

In System Guide 5 you learned how to use OMEGA as a typewriter. This procedure, which you can use to fill in preprinted forms, is reviewed below.

Reasons for using Typewriter Mode

Some of the preprinted forms in your office might be used infrequently, or they might require you to fill in small amounts of information. In both of these situations, using OMEGA as a typewriter allows you to fill in forms quickly and easily.
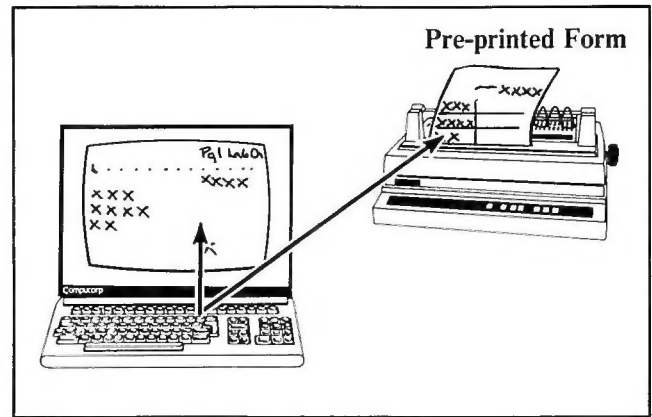
Filling in forms in Typewriter Mode

To place OMEGA in Typewriter Mode, press COMMAND and then type TY. Insert your preprinted form in the printer. Then use the Arrow keys, RETURN, TAB, and SPACE BAR to align the printer head so you can fill in the required information in the proper position. As you type, you will see each character immediately displayed on the screen and printed on the form at the same time. In Typewriter Mode, the editing keys such as BACKSPACE and DEL CHAR affect the text on the screen only. They cannot be used to correct the text on the form in the printer.

To return to normal editing mode, press COMMAND and then type TY.

4

Typewriter Mode

Pre-printed Form

Using the OMEGA forms function

Typewriter Mode is helpful when you have one form requiring a small amount of information to be filled in. However, you often have many forms to fill out. The OMEGA forms function simplifies the task of filling in a quantity of forms. On forms containing many blanks, it is also difficult and time-consuming to align the printer at each blank to be filled in. With forms function, however, the system automatically moves the cursor to each blank space where information is to be typed. This is done by creating a "copy" of the form on the screen. Once the copy is completed, you simply insert a blank form into the printer, and OMEGA prints the information you typed in the proper location.

Advantages

The OMEGA forms function offers many advantages. It eliminates alignment problems by letting you "recreate" the form on the screen. Because you save a "blank" form on a disk, you can recall the form and fill it in whenever it is needed. The blank areas on the form are easily identified, and OMEGA positions the cursor automatically at the locations where information is to be typed. The information you fill in can be revised easily, because it is first typed on the screen rather than directly onto the form itself. Another advantage is the option to save the filled in form to reprint at a later time.

Overview of procedure

Five steps are involved in using OMEGA's forms function.

1. **Identify the blanks:** When you use forms function you first identify the blank spaces by line and character position on the screen.

2. **Build a copy of the form on the screen:** When the blank spaces are identified, you type in a description of the kind of information you will enter at each. When the entire form is complete, this is called a template.

3. **Save the form template:** Save and name the template when it is complete.

4. **Fill in the form:** You can then recall the template and type the information in the blank spaces on the screen.

5. **Print and/or save the filled in form:** When the form is filled in, you can print it from the screen or save it to print at another time.

## Preprinted Form

Form on Screen

5

Step 1: Identify the blank spaces

Whether you are filling in a preprinted form or creating your own form, you first identify the location of the blanks and let the system know their locations. OMEGA offers you two methods for performing this first step. You can lay a transparent pattern over the form, or you can print the pattern directly on the form.

• **Method 1: Placing a pattern over the form:** One way to identify the location of blanks in a form is to measure it with a transparent form pattern. There are four form patterns in Chapter 44 of the Reference Manual. These patterns are transparent sheets covered with lines of dots. The dots are arranged and labeled by line number and character position. The character positions are numbered with a 1 for character position 1, 2 for 20, 3 for 30, etc. Character positions 5, 15, 25, etc. are marked with the letter "v". All other character positions are marked by dots. The patterns are printed with settings of 6 and 8 lines per inch and 10 and 12 characters per inch. You can lay a pattern over the form to use as a guide to locate the position of the blanks.

Select a form pattern that has the same spacing as your form. Place it over the form, as in the first illustration at the right, and note the exact line and character position where each blank begins and ends. Recreate the form on the screen by entering protected spaces, using (CTRL) (•), for each entry to be made on the form. Make sure you enter enough protected spaces in each blank space to accommodate the longest entry. The last illustration shows rows of protected spaces marking the location of each blank in a form.

6

Placing Pattern Over the Form
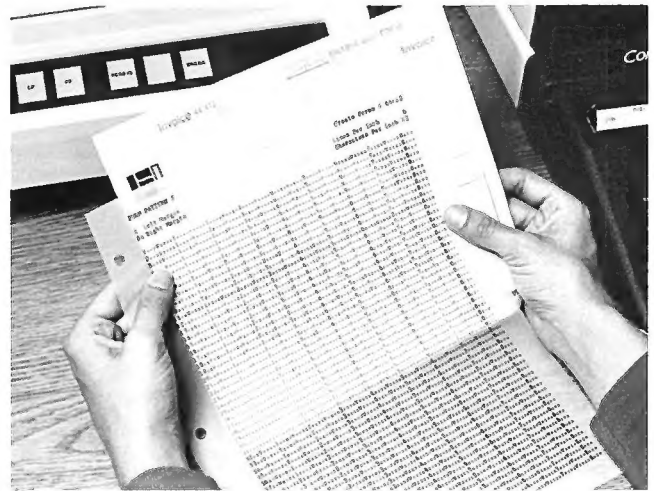
Protected Spaces on Screen
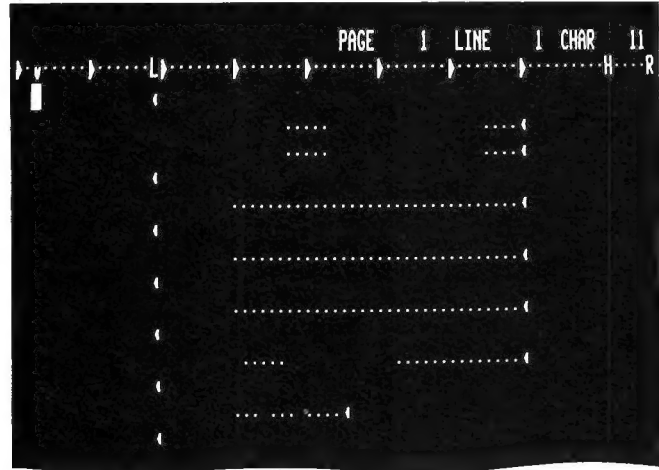
- **Method 2: Printing the pattern on the form:** This method makes it even easier to identify the blank spaces on your forms. When you print the pattern on a form, you can instruct OMEGA to enter the protected spaces automatically instead of entering them manually.

With this method, you do not have to locate a transparent form pattern with spacing that matches your form. Instead, you can create a form pattern on the screen with the same spacing. To do this, you make the appropriate changes in the Document Status Menus before creating the pattern on the screen. You then print the pattern directly onto your form.

1. **Display the pattern on the screen:** You display a form pattern by pressing COMMAND and typing F1. The screen fills with lines and dots according to the settings on the Document Status Menus. Once the pattern is on the screen, you can print it on an existing form.

   If you are creating a new form, you can print the pattern on a blank sheet of paper and sketch in the blanks and other information that you want to include on the form. Seeing the pattern printed out will help you determine proper spacing.

2. **Use the printed pattern to identify blanks:** Enter the location of each blank space by pressing COMMAND and typing F2. A message then displays at the top of the screen, as shown in the illustration. This message asks you to type three numbers: the line number of each blank space and the character positions of its beginning point and its ending point. When you specify the numbers for the first blank space, OMEGA automatically inserts protected spaces in that location on the screen. Enter the numbers for all the other blank spaces. After you have done so, press the RED key.
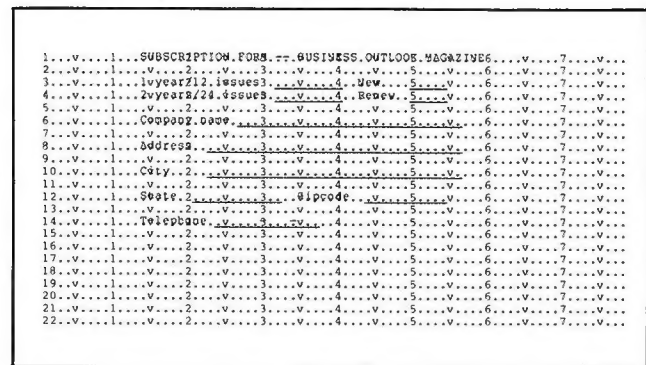
3. **Clear the pattern from the screen:** When you press COMMAND and type F3, a message displays asking if you are sure. Type Y, and the pattern clears from the screen. The protected spaces remain on the screen, identifying the blank areas on your form.

NOTE: If a form does not conform to the most common line spacings of six or eight lines per inch, you can use fractional line spacing. The procedure to change to fractional line spacing is explained in Chapter 20 of the Reference Manual.
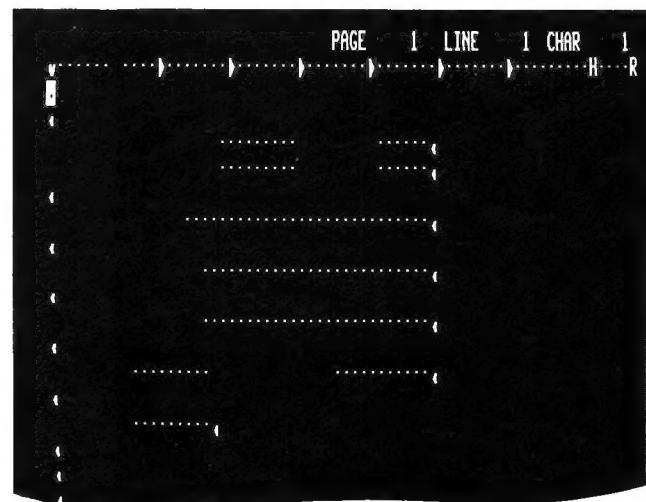
Step 1: Form Pattern on the Screen
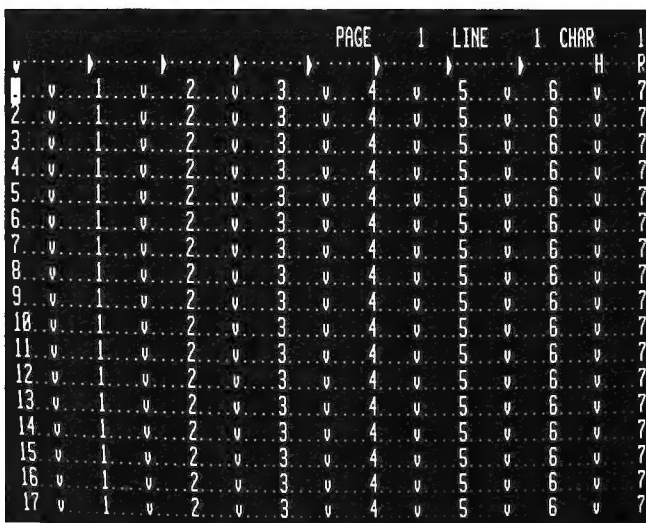
Step 1 (Cont): Pattern Printed on the Form

Step 2: Using Pattern to Identify Blanks

Step 3: Clear the Pattern From the Screen

Step 2: Build a copy of the form on the screen

Whether you have used Method 1 or Method 2, you have now identified the location of the blank spaces in your form with protected spaces. To finish making the template of your form, you can now enter a description of the kind of information needed to fill in the blanks.

1. **Enter Replace Mode:** Press COMMAND and type RM to put the system into Replace Mode. Then type a description for each of the blanks in the form. At this point you can also type any underscores, slashes, or other symbols that you want to include in the form. When the form is complete, this is called a template.

2. **Make the template into a form:** With the blank spaces identified and the descriptions typed, you make the template into a form by pressing COMMAND and typing FM (Forms Make). When you do this, the protected spaces display as white bars on the screen. These bars show you where to type information on the form.

Step 3: Save the form template

After making the template into a form, you then save and name this form. You can then print the form, or recall and fill in the form at any time.

Enter Replace Mode and Type Descriptions

Make Template into a form

8

Step 4: Fill in the form

Now you are ready to replace the protected spaces in the form with information. At this point, the protected spaces appear on the screen as white bars.

Whenever you display your form on the screen, the system automatically enters Replace Mode. Pressing the TAB key moves the cursor from one blank to the next, allowing you to type the appropriate information in each location. If you make an error, you can use the Arrow keys to move the cursor within the form to correct any typographical errors. Because the system is in Replace Mode, you simply type over any errors to correct them.

Fill in the Form

9

Step 5: Print or save the filled in form

When you have filled in the blanks of the form with information, the system gives you two options. You can print the form from the screen, or you can save it on disk to print or recall at a later time.

- **Printing a filled in form:** Once you have created a form on the screen and filled it in, you can print the form. You can print just the information that you typed in the blanks, or you can print the entire filled in form, including the descriptions. You determine if the entire form will print using the "Print Form [Y/N]" setting on Document Status Menu Two.

  - **Printing the entire form:** When you use the default setting of Y (yes), the system prints both the descriptions and the filled in information on a blank sheet of paper. This setting is useful when a copy of the preprinted form is unavailable or when you create a new form.

  - **Printing the filled in information only:** When you select N (no), you instruct the system to print only the information that you typed in the blanks. You use this selection for filling in preprinted forms.

- **Continue filling in forms:** After printing, you can continue filling in forms by pressing COMMAND and typing FC (Forms Clear). This instruction erases the information typed in the form but leaves the form template itself on the screen. This allows you to fill in new information.

- **Saving a filled in form:** You can also save a filled in form. If you do this, give the filled in form a different name from the original template. You may wish to save filled in forms for your records. Or, you may wish to save the forms individually and print them all at a later time.

10

Printing the Entire Form on Blank Paper
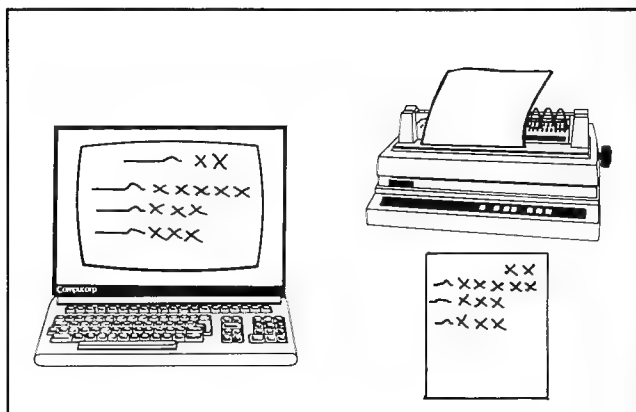
Printing the Filled in Information Only on a Preprinted Form
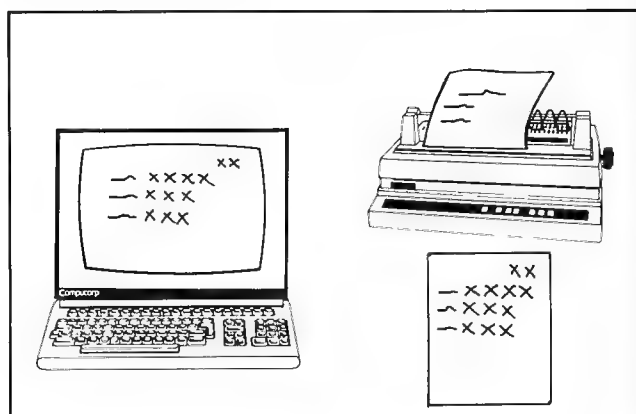
Printing Several Saved Forms at One Time

Revising a form

After you have filled in and printed a form, you may find an error in the copy you created on the screen. For example, your blank spaces may not align properly on a preprinted form, or you may not have entered enough protected spaces in a blank space. You might also want to make some changes in the form. In these situations you can easily revise the template of the form.
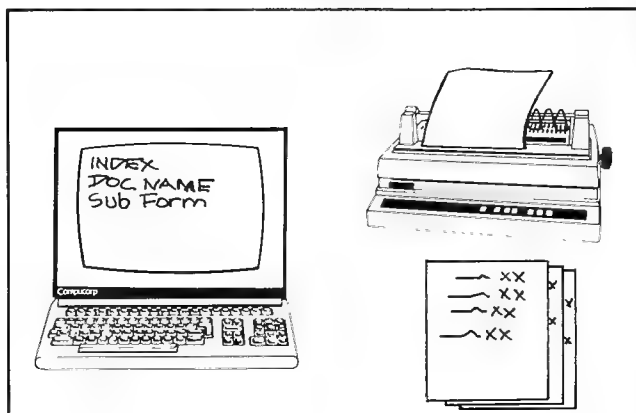
Procedure for revising a form

1. **Recall the form template:** Recall the template of the form to the screen.

2. **"Unmake" the form:** Press COMMAND and type FD (Forms Delete). This puts the system back into Insert Mode and changes the white bars back into dots on the screen.

3. **Revise the form:** Make any desired edits to the blank spaces or descriptions.

4. **Create the form again:** Change it back into a form by pressing COMMAND and typing FM (Forms Make).

1. Recall the Form

2. "Unmake" the Form

11

3. Revise as Desired

4. Remake Form

Summary

OMEGA gives you two main options for working with forms. One is to use the system as a typewriter. The other is to use the OMEGA forms function—a feature that lets you easily recreate the form on the screen, fill in information, make changes before printing, and save the form for later use. The chart below summarizes the procedure for creating and filling in forms.

Step	Summary
1.	Identify blank spaces.

a. Using Transparent Pattern

    1) Place pattern over form.

    2) Hold (CTRL) and press (·).

b. Printing Pattern on Form

    1) Display pattern on screen (COMMAND F1) and print it on a preprinted form.

    2) Press COMMAND F2 and respond to message.

    3) Remove pattern (COMMAND F3).

2.	Type in the descriptions and make the template into a form on the screen (COMMAND FM).
3.	Save the form template.
4.	Fill in the form.
5.	Print the form.

a. Print and clear the form (COMMAND FC).   b. Save the filled in form to print at a later time.

6.	To revise a form, "unmake" the form (COMMAND FD), make changes, and then remake the form (COMMAND FM).

Go to the next page and complete the disk instruction for this section.

Disk Instruction

The disk instructions for System Guide 10, Forms, are given to you in print, not on the screen. This is necessary because the examples require you to display a clear screen. You would be unable to follow directions given on the screen.

Before you begin the examples, do the following:

• Turn on the system, if necessary, and insert the Master disk into Drive A.

• Fill in the date and time.

• When the margin scale appears, insert your Training disk into Drive B.

In the following examples, you will create forms on the screen. You will use the transparent form pattern in your Reference Manual to identify the blank spaces on one form. For a second form, you will print the pattern directly on the form. You will fill in the forms you create, print them, and revise one of them.

1. **Creating a form on the screen using a transparent pattern:** The first step in creating a form is to identify the blank areas that will be filled in. You can use one of the transparent forms in your Reference Manual for this purpose. After you identify these areas, you mark the blank areas on the screen using protected spaces. The next step is to type in descriptions of the areas so that you know what kind of information to enter. You then create the template and save it.

   A. EXAMPLE—Identify the blank spaces

   For this example, you will identify the blank areas on a check printed on page 21 of this system guide. You will need the transparent pattern for a document printed in 10 pitch with 6 lines per inch. This can be found in the Forms section of your Reference Manual. You will also need to make a photocopy of the check on page 21 of this system guide. Cut off the border so that the copy of the check is the same size as a real check (3 inches x 8 1/4 inches).

   1. The first step in identifying the blank spaces is to select the transparent pattern with the correct spacing for your form. The check you copied is printed in 10 pitch with 6 lines per inch, so you will use Form Pattern 1 (10 pitch, 6 lines per inch). You can check the character and line spacing with a forms ruler, if you would like to practice measuring.

   2. Next, lay the pattern over the check, aligning it so that character position 1 is on the left edge of the check and line 1 is on the first blank line of the check—the date. Notice that the line numbers on the pattern are printed at the left edge. The character positions are numbered with a 1 for character position 10, 2 for 20, 3 for 30, etc. Character positions 5, 15, 25, etc., are marked with the letter v, and all other character positions are marked with a dot. You will need a pencil and paper to write down the location of the blank areas.

13

CONTINUE THIS EXAMPLE ON THE NEXT PAGE

Disk Instruction (Cont.)

3. The next step in identifying the blank spaces is to note the line and character position of each space on the form and write these figures down.

   Look first at the blank space (marked by an underline) for the date on the check. You can see that this space is on line 5. The underline begins on character position 58 and ends on character position 68. Write these figures down.

4. Now identify the location of the space for the year, following the number 19. This blank space is also on line 5 and begins on character position 70. The right edge of the pattern ends before this blank area, but since the year takes up two character positions, you know that it ends on character position 71. Write these figures down.

5. The blank area following the word "Pay" falls on line 7. Notice that the underline marking this area runs from character position 11 to character position 60. Write these figures down.

6. Now identify the location of the remaining blank spaces—"DOLLARS" and "To the order of." Write down the line number, beginning character position, and end character position of these areas.

7. Clear the screen, if necessary. To create a copy of the form on the screen, you must change the format settings to correspond to your form. Press STATUS to display Document Status Menu One. Set the left margin at 1 and the right margin at 83. The margins now match those of the check, because the left edge of the check was aligned with character position 1 on the pattern. Change the maximum number of lines per page setting to 18 to correspond to the check.

8. Press STATUS again to display Document Status Menu Two. Make sure that the lines per inch and character spacing settings match the check—6 and 10. Change these settings if necessary, then press RETURN to redisplay the clear screen.

9. You have written down the location of the blank spaces on the form. You now mark these areas on the screen using protected spaces.

   The first blank area on the check is for the date. Use the RETURN, SPACE BAR, and Arrow keys to position the cursor on the line and character position for the beginning of this area. This is line 5, character position 58.

   To enter a protected space, hold (CTRL) and press the protected space key (·). Repeat until the cursor moves to the last space for this blank area, character position 68.

Disk Instruction (Cont.)

10. You will now enter protected spaces in the blank area for the year. Position the cursor on the beginning of this blank area—line 5, character position 70. Create two protected spaces for the year—(CTRL) (·).

11. Enter protected spaces for the other blank areas—Pay, DOLLARS, and To the order of. Be sure to enter a protected space for each character position in each blank area.

B. EXAMPLE—Build a template for the form

Now that you have identified the location of the blank spaces, you can build a template of the check on the screen. This includes typing descriptions of the information you will enter and "making the form."

1. To enter Replace Mode, press COMMAND and type RM.

   Use the Arrow keys to move the cursor 5 spaces to the left of the protected spaces in which the date will be entered. Type the word Date.

   Move the cursor to the left of the "Pay" area, and type the word Pay.

   Type in descriptions of the "Dollar" area and the "To the order of" area.

2. The blank areas have been identified, marked with protected spaces, and labeled with a description. You can now make the template into a form. To do this, press COMMAND, then type FM (Forms Make). The white dots representing protected spaces are replaced by white bars.

3. Now save your form template. Press SAVE and type your name, followed by 10.1A. Then press RETURN.

15

Disk Instruction (Cont.)

2. Fill in, print, and clear a form: Now that you have created a template, you will recall it to the screen and type information in the blank areas. You will then print the form, and clear it.

A. EXAMPLE—Fill in a form

In this example, you will recall the template of the check you have just created. Then, you will fill in the blank areas as shown in the Sample Text below.

1. Display the Index of your Training disk and recall YourName10.1A.

2. The template you created now displays on the screen. Notice that the cursor appears as an underline. This is because the system is automatically in Replace Mode when a template is on the screen.

3. To move the cursor to the first blank area to be filled in, press TAB. Now type in the information for that area—the month and day—as shown in the Sample Text.

4. TAB to the next blank area—the year—and type in the information.

5. Continue to press TAB and type in the information in all the blank areas, as shown in the Sample Text below.

Sample Text

Arnold's
Company

10495

June 23, 1982 $\frac{2\text{-}54}{710}$

PAY forty five thousand and no cents   DOLLARS $45,000

TO THE
ORDER
OF

Joseph A. Page
894 Washington
Evanston, IL 60203

⑈0 10495⑈° ⑆07 100   ⑈0483

DELUXE CHECK PRINTERS INC

CONTINUE THIS EXAMPLE ON THE NEXT PAGE

16

Disk Instruction (Cont.)

B. EXAMPLE—Print and clear a form

Now that you have filled in your form, you will print it. You will then clear the information from the form.

1. First insert the copy you made of the blank check into the printer. Align it carefully so that the left edge of the check is at character position 1. Roll the check into the printer so that the first entry—the date—is line 1.

2. With the filled in form on the screen, you can now change the setting on Document Status Menu Two so that the descriptions you typed will not print. The descriptions are already printed on the check. Press STATUS twice and change the "Print form [Y/N]" setting to N. Press RETURN to redisplay the form.

3. To print the filled in information on the check, simply press PRINT.

4. To clear the filled in information and leave the template on the screen, press COMMAND and type FC (Forms Clear).

5. Now clear the template from the screen by holding (CTRL) and pressing CLEAR.

17

3. **Creating a form on the screen by printing the pattern on the form:** In this example you will use the second method, printing the pattern on an existing form, to identify the blank spaces to be filled in.

A. EXAMPLE—Identify the blank spaces

For this example, you will need two photocopies of the form printed on page 22 of this system guide.

1. The first step in using this method of identifying blank spaces is to change the settings of the Document Status Menus to correspond to the form.

   From a clear screen, press STATUS to display Document Status Menu One. The form has 45 lines, so change the maximum lines per page settings to 45. Change the left margin setting to 1 and the right margin setting to 102 to correspond to the form.

2. Press STATUS again to display Document Status Menu Two. This form is printed in 12 pitch with 6 lines per inch. Change the settings on Document Status Menu Two to correspond to the form.

   Press RETURN to redisplay the clear screen.

3. Now you display the pattern on the screen. To do this, press COMMAND and type F1.

4. You can now print the pattern on one of the photocopies you made of the form. Insert a copy of the form in the printer, aligning it carefully so that the left edge of the form is at character position 1 and the line directly under the perforation marks is line 1. Then press PRINT.

Disk Instruction (Cont.)

5. You can now identify the location of the blank spaces on the form. The first blank is the "To" area, which consists of three lines. Notice that it begins on line 6, character position 14. It ends at character position 63. The second line of this area is line 8 and the third, line 10. Write these figures down.

   Identify and write down the location of the other blanks on this form—Subject, Date, Message area, and Reply area. If you write the figures down, it is easy to transfer the information to the screen.

6. You next instruct OMEGA to mark the blank areas on the screen with protected spaces. To do this, press COMMAND and type F2. Notice that a message now displays in the message area. It says, "Enter line #, Start column #, End column # [#.#.#]:". To enter the protected spaces on the screen, you simply type the line number and the character position numbers of the beginning and end of the blank areas.

   The first blank space—To— begins on line 6 and goes from character position 14 to character position 63. To instruct OMEGA to mark this on the screen, type 6.14.63 and press RETURN. The area you identified now fills with protected space markers.

   Repeat this procedure for all the blank areas. When you have finished, press the RED key to remove the message from the message area.

7. The next step is to remove the pattern from the screen, leaving only the protected spaces. To do this, press COMMAND and type F3. A message displays asking if you are sure. Type Y (yes) and the pattern is removed from the screen.

B. EXAMPLE—Create a template of the form

In this example, you will create a template of the form, just as you did with the check in Example 1B.

1. With the protected spaces entered on the screen, you type in descriptions of the kind of information you will enter.

   First, enter Replace Mode—COMMAND RM.

   Then use the Arrow keys to move the cursor before the first protected spaces in which the "To" information will be entered. Type the word To. If you make any typographical errors, you can retype or use BACKSPACE to correct them.

   Type in descriptions of the other blank spaces—Subject, Date, Message, and Reply.

2. Your template is now complete. Make the template into a form by pressing COMMAND, then typing FM (Forms Make). The protected spaces are replaced by white bars.

3. Now save your form template. Name it with your name followed by 10.1B.

CONTINUE THIS EXAMPLE ON THE NEXT PAGE

18

Disk Instruction (Cont.)

4. Fill in and print a form: In the following example, you will fill in the template you have just created. You will then print both the information and the descriptions. Then you will print the typed information only.

A. EXAMPLE—Fill in a form

In this example, you will recall the template you have just created. Then, you will fill in the blank areas as shown in the Sample Text below.

1. Display the Index of your Training disk and recall YourName10.1B.

2. The template you created now displays on the screen. Use the TAB key to move from one blank area to the next, and fill in the form so that it matches the Sample Text below.

B. EXAMPLE—Print a form

Now that you have filled in your form, you will print it in two different ways.

1. First insert a blank sheet of paper in your printer.

2. To print the filled in information on the form, simply press PRINT. Since you used the default setting, the entire form, including the descriptive information you typed, is printed.

```
TO                                                      Arnold's
        Charles A. Tudor                                Company
        Purchasing Department
        Building C
    SUBJECT:  Request for supplies          DATE  Feb. 4,1984
    The Billing Department needs the following supplies for the month of March.
    50 reams of letterhead paper
    1 pencil sharpener
    4 boxes of envelopes
    2 dozen erasers
    5 boxes of black pens
    90 packages of coffee

                                         SIGNED
```

Disk Instruction (Cont.)

3. Now insert the second photocopy you made of the blank form into the printer. Align it carefully.

4. Now change the setting on Document Status Menu Two so that the descriptions you typed will not print. Press STATUS twice and change the "Print form [Y/N]" setting to N. Press RETURN to redisplay the form.

5. Press PRINT again. This time, the descriptive information does not print.

6. Clear the screen. (CTRL) CLEAR.

5. Revise a form: You can easily revise a form to add or delete protected spaces or descriptions. You simply recall the template to the screen, and "unmake" the form.

A. EXAMPLE—Revise a form

In this example, you will recall the template you created in Example 1 and revise one of the descriptions you typed.

1. Display the Index of your Training disk and recall YourName10.1A.

2. To change the white bars back into protected spaces, press COMMAND and type FD (Forms Delete).

3. Press COMMAND and type RM to put the system into Replace Mode. If you do not do this before you make revisions to the form, the alignment of the protected spaces will be disturbed.

4. Move the cursor to the word "Pay." Change this to "Amount."

5. To recreate the template into a form, press COMMAND and type FM (Forms Make).

6. Save the revised template and update the original.

You have now completed System Guide 10. To begin the next module, locate System Guide 11.

Example 1A

Arnold's
Company

THE EXCHANGE

10495

2-54
710

PAY
TO THE
ORDER
OF

19 _____

DOLLARS $ _____

DELUXE CHECK PRINTERS WI

⑈"0 10495"⑈ ⊕ ⑈:0710 0 483"⑈

CASCADE®

TUWAY MESSAGE

THIS FORM IS SPACED FOR TYPEWRITER AND FITS A WINDOW ENVELOPE

TO

Arnold's Compa

SUBJECT:

DATE

FOLD

**M
E
S
S
A
G
E**

FOLD

SIGNED

**R
E
P
L
Y**

DATE:

SIGNED

CASCADE® L1-C2374

SENDER: DETACH THIS PART AND FILE FOR FOLLOW-UP